

USAID SYSTEM OF RECORDS NOTICE

AGENCY: United States Agency for International Development

SYSTEM NAME: [Enter name of system]

SYSTEM LOCATION: [Specify each address at which the System is maintained. Include Mission locations and the address of contractors, if any, who may maintain the System for USAID. If there are many locations, the list may be added as an appendix.]

SECURITY CLASSIFICATION: [State the security classification of the system of records. This will be determined by the security classification of the data contained in its records (at a minimum it will most likely be Sensitive But Unclassified) However, if it contains National Security information, note the classification – Confidential, Secret, Top Secret, or other handling caveats).]

CATEGORIES OF INDIVIDUALS COVERED BY THIS SYSTEM: [Describe the categories of individuals on whom records are maintained in sufficient detail to enable individuals to determine if there is information about them in the System.]

CATEGORIES OF RECORDS IN THE SYSTEM: [Give a brief description of all of the types of information in the System (for example, medical history, education, employment history).]

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: [Cite the specific statute(s) and/or Executive Order(s) that authorize USAID to maintain the System.]

PURPOSE(S) FOR RECORDS IN THIS SYSTEM: [State the reason(s) for creating the System and what the System is designed to accomplish.]

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. [Routine Use of Records]
2. [Routine Use of Records]
3. [Routine Use of Records]

POLICIES AND PRACTICE FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM

1. **STORAGE:** [Describe how records for this system are stored, if electronic and/or hard copy. If agency policy defines how this type of information should be stored, state the policy chapter title and section where this information is found.] List all media in which records in the System are maintained (file folders, magnetic tape, microform, etc.). Briefly describe how each medium is stored.

2. **RETRIEVABILITY:** [Describe how records for this system are indexed and retrieved, if electronic and/or hard copy. If agency policy defines how this type of information should be retrieved, state the policy chapter title and section where this information is found.]
3. **SAFEGUARDS:** [Describe how records for this system are safeguarded, and if electronic or hard copy. That means describing the technical, operational and physical controls used to protect the records in this system. If agency policy defines how this type of information should be safeguarded, state the policy chapter title and section where this information is found. Describe the security policies and essential procedures taken to prevent unauthorized disclosure of the records. Include the categories of USAID employees to whom access is limited.]
4. **RETENTION AND DISPOSAL:** [Describe how long records for this system are retained, and how they must be disposed , whether electronic or hard copy. If agency policy defines how this type of information should be retained and disposed, state the policy chapter title(s) and section(s) where this information is found. If the records are covered by a record Control Schedule, so state.]

SYSTEM MANAGER(S) and ADDRESS: [name of agency official, and business address] A contractor, consultant, or anyone other than a USAID employee may not be designated as a System Manager.

NOTIFICATION PROCEDURE: An individual can determine if this system contains a record pertaining to him/her by sending a request in writing, signed, to [name of official] at the following address: [address].

When requesting notification of or access to records covered by this Notice, an individual must provide his/her full name, date of birth, and other proof of identity as required for Privacy Requests, detailed in the USAID Privacy Program policy.

RECORDS ACCESS PROCEDURES: An individual can determine if this system contains a record pertaining to him/her by sending a request in writing, signed, to [name of official] at the following address: [address].

When requesting notification of or access to records covered by this Notice, an individual must provide his/her full name, date of birth, and other proof of identity as required for Privacy Requests, detailed in the USAID Privacy Program policy.

Requestors should also reasonably specify the record contents sought. Rules regarding access to Privacy Act records appear in *ADS Chapter 508, USAID Privacy Program*. If additional information or assistance is required, contact:

U.S. Agency for International Development

Phillip Heneghan, Chief Privacy Officer
1300 Pennsylvania Avenue, NW
Room 2.12-010
Washington, D.C. 20523-2701
Phone: 703 666-1441
FAX: 703 666-1466
privacy@usaid.gov

CONTESTING RECORDS PROCEDURES: [Same as notification and access procedures.] Requestors should also:

1. Reasonably identify the record;
2. Specify the information they are contesting;
3. State the corrective action sought and the reasons for the correction; and
4. Provide supporting justification showing why the record is not accurate, timely, relevant, or complete.

Rules regarding access to Privacy Act records appear in *ADS Chapter 508, USAID Privacy Program*. If additional information or assistance is required, contact;

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RECORD SOURCE CATEGORIES: [Describe the sources from which the information in the System is obtained. Sources include, but are not limited to, the individual on whom the records are maintained, previous and current employees, other agencies, etc.]

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT: [If system is exempt, based on 5 U.S.C § 552a (j) General exemptions or (k) Special exemptions, state the specific exemption that applies to this system, and the extent to which information will be withheld. Under limited circumstances, the Privacy Act permits agencies to exempt a System of Records from compliance with certain provisions of the Act. Identify the Privacy Act exemption(s), by subsection of the Act, applicable to the System; the provisions of the Act being exempted; and a brief statement of the reason for invoking the exemption. Cite the Federal Register issue and page number in which the final rule creating the exemption was published.]